

ARTICLE 17

TRAVEL

PART A. TRAVEL ADVANCES

It is agreed that travel advances may be given to employees who qualify and comply with the following provisions.

- a. For authorized travel out of state extending three days or more, the employee may elect to receive an advance of approximately 90% of monies to cover all anticipated, reimbursable expenses, by submitting an out-of-state travel form approved by the appropriate Division Commander to the Management Services Division.
- b. For authorized travel in state extending three days or more, the employee may elect to receive an advance of approximately 90% of monies to cover all anticipated, reimbursable expenses, by submitting a form approved by the appropriate Division Commander to the Management Services Division.
- c. Employees who are in continual travel status may be authorized long-term advances in an amount to be determined by the Employer.
- d. To be eligible for the travel advance, the employee must submit a request detailing the anticipated expenses, at least 14 calendar days, when practical, in advance of the date travel commences.

PART B. REIMBURSABLE EXPENSES - TRAVEL AND MEALS

The Standardized State Travel Regulations, as from time to time adopted and promulgated, as approved by the Michigan Civil Service Commission, shall govern all reimbursable travel, meals and lodging, not otherwise specifically delineated in this Agreement.

For Cooperative Force Concepts, meal reimbursement shall be applicable when the employees are working outside of their specific work area (e.g., BAYANET, CMET, MET, TRI-COUNTY METRO, ETC.).

Reimbursement shall be actual expenses up to the maximum amount. Employees shall attach the receipt for any reimbursed meal to the request.

PART C. MOBILIZATION - MEAL REIMBURSEMENT

Section 1. Mobilization.

During an official mobilization, affected employees are entitled to expense reimbursement if: (1) they are restricted to the troubled area; (2) out of their Post area; or (3) confined to a particular area and are unable to obtain their meals in a customary manner.

Section 2. Meals.

The mobilization meal rate per meal shall be 1/3 of the total daily meal allowance then in effect.

Section 3. Number of Meals.

Not more than three meals per day will be reimbursed to an employee. When eligible employees' work time, on an official mobilization, is:

- a. Four hours or less, he/she shall be reimbursed for one meal;
- b. More than four but less than eight hours, he/she shall be reimbursed for two meals;
- c. Eight hours or more, he/she shall be reimbursed for three meals.

Section 4. No Reimbursement.

The Employer or others may furnish meals to the employees - free of charge - in which case there will be no reimbursement to the employees.